



## Questions & Answers

### **Q1. What types of business returns can be filed electronically?**

**A1.** *The IRS e-file for Business program offers several electronic filing options including electronic filing of Employment Tax Returns (Forms 940 & 941). Form 941 can be filed electronically, online, or through the 941 TeleFile program. Beginning January 2003, taxpayers who use a tax preparer to file their Forms 940 and 941 may file them electronically. Now, whether you prepare your returns yourself (on your home or business computer) or use a tax professional (payroll service, bookkeeper, CPA, or paid tax preparer), your federal employment and unemployment tax returns may be filed electronically.*

*Certain information returns can be filed electronically using the FIRE (Filing Information Returns Electronically) system. FIRE is dedicated exclusively to the filing of Forms 1042-S, 1098, 1099, 5498, 8027, W-2G, and QWF (Questionable Forms W-4). (Note: Forms W-2 are filed with the Social Security Administration).*

*Form 1065, U.S. Return of Partnership Income, can also be filed electronically. The IRS accepts all related forms and schedules electronically with the exception of Form 8873, Extraterritorial Income Exclusion and Form T, Forest Activities Schedule.*

### **Q2. What are some of the benefits of using e-file for Business?**

**A2.** *IRS e-file for Business products offer the same valuable features and benefits as the individual e-file program, provides acknowledgment of receipt, saves time and money, creates less paperwork, and is fast and accurate. Plus, it's more **effective** since you will spend less time filing tax returns and more time focused on your business.*

### **Q3. How can I get started?**

**A3.** *Check with your tax software developer to see what e-file for Business software features and services they offer. You may be able to buy a "bundled" software package that will allow you to prepare, file and pay your clients' individual and business tax returns electronically.*

### **Q4. How do I find out what companies are offering e-file for Business software products and/or services (such as transmission services)?**

**A4.** *Visit the listing of "Approved IRS e-file for Business Providers" located @ <http://www.irs.gov>. Click on the e-file logo. You will want to check back often, since this list is updated frequently as additional approved providers are added.*

**Q5. Do I need to fill out a [Form 9041](#), Application/Registration for Electronic/Magnetic Media Filing of Business Returns, to participate in the e-file for Business programs?**

**A5.** *Yes, in most cases. Program participants (with the exception of businesses applying for a personal identification number (PIN) in order to file their return through the 941 On-Line Filing Program), should submit a [Form 9041](#), Application/Registration for Electronic/Magnetic Media Filing of Business Returns, to the IRS Electronic Filing Help Desk at the Austin Service Center (AUSC). Beginning in 2003, tax professionals who are approved Electronic Return Originators (EROs) will also be able to participate in the new Employment Tax e-file program. EROs will not be required to fill out a Form 9041 to participate in this new program.*

**Q6. How does a business apply to participate in the 941 On-Line Filing Program?**

**A6.** *Interested businesses should contact the 941 On-Line Filing provider of their choice, and complete the provider's registration and application process. The provider will electronically transmit the application to the IRS, and a PIN will be mailed to the business's representative. To view a listing of Approved IRS e-file for Business Providers visit the IRS Web Site at <http://www.irs.gov>. Click on IRS e-file.*

**Q7. What is a Personal Identification Number (PIN)?**

**A7.** *A PIN is a number assigned by the IRS to the Authorized Signatory for the purpose of signing an electronically filed Form 940 or 941 making it paperless. The same PIN is used to sign your 940 and 941 return.*

**Q8. If I change providers, do I need a new Personal Identification Number (PIN)?**

**A8.** *No. The PIN is issued to the taxpayer, and identifies the taxpayer to the IRS. A new PIN is required only if the PIN has been compromised, or if the signatory identified on the original PIN application changes. You do not need to send another Letter of Application (LOA) to the IRS to receive a new PIN. Notify your new On-Line provider of your intent to switch to their company.*

**Q9. What is a Letter of Application (LOA)?**

**A9.** *An LOA is a paper or electronic request that is submitted to the IRS through an Approved IRS e-file for Business Provider. The LOA is required for all prospective On-Line business filers who wish to participate in the 940 or 941 On-Line programs, and if submitted by an Authorized Signatory to receive a Personal Identification Number (PIN).*

**Q10. How do I submit an LOA?**

**A10.** *A prospective online business filer must submit an electronic LOA through an [Approved IRS e-file for Business Provider](#) to participate in the 940/941 On-Line filing program. The prospective online business filer must use the electronic LOA provided in the commercial tax preparation software they intend to use.*

**Q11. How can I get more information on the Form 9041 application process?**

**A11.** *Contact the IRS Electronic Filing Help Desk:*

**Internal Revenue Service  
Austin Service Center  
Electronic Filing Help Desk**  
P.O. Box 1231  
Stop 6380 AUSC  
Austin, Texas 78767  
**Attn:** *e-file* Unit Stop 6380 AUSC

**Or Telephone (512) 460-8900 (not toll-free)**

**Q12. How do I apply to file Information Returns, Forms 1042-S, 1098, 1099, 5498, 8027, W-2G and QWF electronically/magnetically?**

**A12.** *You are required to submit [Form 4419](#), Application for Filing Information Returns Magnetically/Electronically, to request authorization to file Information Returns with IRS/MCC. Upon approval, a five-character alpha/numeric Transmitter Control Code (TCC) will be assigned. Form 4419 should be submitted to IRS/MCC at least 30 days before the due date of the returns for current year processing.*

**Q13. Where do I send Form 4419, Application for Filing Information Returns Electronically or Magnetically?**

**A13.** *Send the application [Form 4419](#) to:*

**Internal Revenue Service  
Martinsburg Computing Center  
Information Reporting Program**  
230 Murall Drive  
Kearneysville, WV 25430

**Q14. If a business filed electronically using the 941 e-file program, can the business also make electronic payments?**

**A14.** *Yes. All federal tax payments can be made electronically by individual and business taxpayers through the Electronic Federal Tax Payment System (EFTPS). To use the system you must first enroll. The easiest way to enroll is online at [www.eftps.gov](http://www.eftps.gov). Or, businesses may enroll using Form 9779, EFTPS Business Enrollment Form, and individuals may enroll using Form 9783, EFTPS Individual Enrollment Form. When you enroll in EFTPS, you can use EFTPS-OnLine to make all federal tax payments through the Internet or the automated voice response phone system. To use EFTPS-OnLine, you will need a password in addition to your TIN and PIN. You will receive instructions on how to obtain your Internet password in your Confirmation/Update Package when your enrollment is complete.*

**Q15. How do I enroll in EFTPS?**

**A15.** *To enroll in EFTPS or obtain more information, visit their Web site at [www.eftps.gov](http://www.eftps.gov). You may also contact EFTPS Customer Service toll-free at 1-800-945-8400 or 1-800-555-4477.*

1-800-945-8900 or 1-800-733-4829 (TDD Hearing-Impaired)

1-800-945-8600 or 1-800-244-4829 (Espanol)

**Q16. Where can I find more information on IRS e-file for Business programs?**

**A16.** *Visit the IRS Web Site @ [www.irs.gov](http://www.irs.gov) and click on the e-file logo.*

**Q17. What are some of the future plans for e-file for Business?**

**A17.** *The IRS is in the process of building a Corporate Tax Return (Forms 1120/1120S) e-file program. Beginning January 1, 2004, the new 1120 e-file program will enable 53 forms and schedules to be filed electronically. E-file for the remaining forms and schedules that can be attached to the Forms 1120/1120S will be implemented July 1, 2004.*